
Combat Tax Exclusion

Introduction:

This section provides the procedures for starting, changing, and stopping Combat Tax Exclusion. This entitlement excludes members of the armed forces from paying Federal Income taxes and State Income taxes (if applicable) for duty served during any part of a month in a combat zone.

Reference:

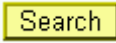

Chapter 8 - U.S. Coast Guard Pay Manual

Multiple Entry Capability:

Multiple entry capability is available for this entitlement. Click [here](#) for instructions on preparing multiple entries for entire units and/or sub departments.

Procedure:

Start CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or delete Combat Tax Exclusion.

Step	Action
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p>
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the  button to select the member you wish to display.</p> <div><p>Advanced Technique</p><p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p></div> <div> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</div>

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Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

Entitlements		View 5	< 1-3 of 3 >
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06- +
CT1	Combat Tax Exclusion	Continue	+
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P as of 2002-07-01 +

[Save](#)
[Return to Search](#)
[Update/Display](#)
[Include History](#)
[Correct History](#)

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

Select [View All](#) in the title bar.

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Select the [Include History](#) button located at the bottom right-hand portion of the screen so that previous submissions of tax exclusion will be shown in the next panel. If you are stopping, correcting, or deleting previous entries, use the [Correct History](#) button.


Note: The current selection will have a white background.

- You may use the [Update/Display](#) button to start Tax Exclusion; however, we recommend using the “Include History” mode so all entries for Tax Exclusion will be displayed.
- Use the [Include History](#) button to view all entries for Tax Exclusion. Only starts can be completed in mode.
- Use the [Correct History](#) button to update or delete entries for Tax Exclusion. A listing of previous submissions will be displayed.


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If a Tax Exclusion row exists in the Summary Panel...

Click the  button adjacent to Combat Tax Exclusion. The Employee Entitlement Detail screen will appear. (Go to Step 7)

If a Tax Exclusion row doesn't exist in the Summary Panel...

Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.

Next, type "CT1" in the look-up box   or use the magnifying glass to search for and select the Combat Tax Exclusion earning code.

Then click the  button adjacent to Combat Tax Exclusion to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

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Employee Entitlement Detail Panel is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


Follow these procedures to bypass the Employee Entitlement Summary Panel.

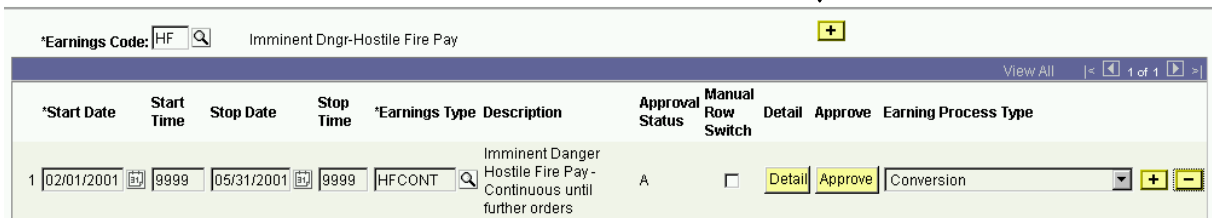
Select the **Employee Entitlement Detail** Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the  button located at the bottom right-hand portion of the screen so that previous submission of Tax Exclusion will be shown. If you are stopping, correcting, or deleting a Tax Exclusion, use the  button.

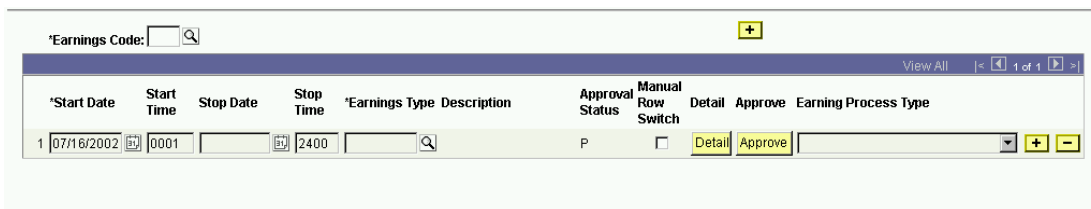
Select **View All** from the displayed title bar to list all submissions.

Scroll up to find Combat Tax Exclusion. If it isn't listed (after clicking **View All**), click the  button from any entitlement as shown below.




The screenshot shows the 'Employee Entitlement Detail' panel. At the top, there is a search bar for 'Earnings Code' with 'HF' entered and a magnifying glass icon. Below this is a table with columns: 'Start Date', 'Start Time', 'Stop Date', 'Stop Time', 'Earnings Type', 'Description', 'Approval Status', 'Manual Row Switch', 'Detail', 'Approve', and 'Earning Process Type'. The first row shows an entitlement for 'Imminent Dngr-Hostile Fire Pay' with 'HFCONT' as the earnings type. To the right of this row, there is a plus button (+) which is highlighted by a red arrow.

The following screen appears below the previous entitlement...



The screenshot shows the 'Employee Entitlement Detail' panel. At the top, there is a search bar for 'Earnings Code' with a magnifying glass icon. Below this is a table with columns: 'Start Date', 'Start Time', 'Stop Date', 'Stop Time', 'Earnings Type', 'Description', 'Approval Status', 'Manual Row Switch', 'Detail', 'Approve', and 'Earning Process Type'. The first row shows an entitlement for 'Imminent Dngr-Hostile Fire Pay' with 'HFCONT' as the earnings type. To the right of this row, there is a plus button (+).

Type "CT1" in the Earnings Code field or use the magnifying glass  to search and select the Combat Tax Exclusion Earnings Code.

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Starting Combat Tax Exclusion (See Steps 8-10 for other options)

In the  mode, click the  button shown below.



Entitlements View All < 1 of 3 >

*Earnings Code: CT1 Combat Tax Exclusion 

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 07/01/2002	2504		2400	CTECON	Combat Tax Exclusion Continuous Until Further Orders	A	<input type="checkbox"/>	Approve	

The following entry line appears...




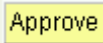
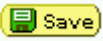


Entitlements View All < 3 of 3 >

*Earnings Code: CT1 Combat Tax Exclusion 

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 07/17/2002	0001		2400			P	<input type="checkbox"/>	Approve	
2 07/01/2002	2504		2400	CTECON	Combat Tax Exclusion Continuous Until Further Orders	A	<input type="checkbox"/>	Approve	


Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the desired date. You can also <u>Click & Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	<u>Enter</u> the last day of entitlement or leave blank to pay continuous Tax Exclusion. Use the calendar button  to select the date. You can also <u>Click & Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	<u>Type</u> in the type code if known or use the  to search and <u>select</u> from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.
	Not Used. Tax Exclusion entries do not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.

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
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Stopping Combat Tax Exclusion

In the  **Correct History** mode, find the tax exclusion row to stop. The stop date will be blank as shown below:






Enter the following information...


Field	Action
Stop Date	Enter the last day of entitlement by using the calendar button  to select the date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format. This field can be future dated.
Stop Time	Pre-filled
Manual Row Switch	Select this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.
	Not Used – Tax Exclusion entries do not require audit and approval.
	Click this button (located at the bottom left of the screen) to approve the entry.

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Correcting Combat Tax Exclusion

In the  **Correct History** mode, [find](#) the row to correct.

[Click & Drag](#) over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.

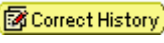
[Click](#) the  button located at the bottom left of the screen.





To change the effective start date, you must delete the entire row (Step 10) and then start a new entry to credit Tax Exclusion (Step 7).

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Deleting Combat Tax Exclusion

In  mode, find the Tax Exclusion row to delete.

Click on the  button located in the row to be deleted.

Click the  button located at the bottom left of the screen.



This may cause the member to be placed in an under-withheld tax status.

End